

NO. 00150

Vacation Bonanza

Sponsored by Lake Side Club, Olympia

First Prize: 7 NIGHTS IN AUSTRALIA FOR TWO - Round Trip Air Fare and Hotel
Second Prize: HAWAII FOR TWO ON MAUI - 7 nights - Round Trip Air Fare, Hotel &
Car included

Third Prize: SEVEN DAY CRUISE TO MEXICO FOR TWO

Fourth Prize: 7 NIGHTS AT DISNEY WORLD FOR FOUR - Round Trip Air Fare, Hotel
& 4 Days Admission

Drawing to be held March 15, 19xx
at the Seattle Sheraton Hotel
8:00 P.M.

Need not be present to win

\$5.00

No. 00150

Name: _____
Address: _____
City: _____ State: _____
Phone No.: _____



WASHINGTON STATE GAMBLING COMMISSION
LOCATION: 4565 7th Avenue SE, Lacey WA 98503
MAILING ADDRESS: P.O. Box 42400, Olympia WA 98504-2400
TELEPHONE: 360-486-3440 / FAX NUMBER: 360-486-3631
TOLL-FREE IN-STATE: 1-800-345-2529
TDD: 360-486-3637
WEB SITE: www.wsgc.wa.gov

JOINT RAFFLE(S) AGREEMENT FORM

GENERAL INSTRUCTIONS

1. Complete this form in ink or use a typewriter.
2. All participant organizations must hold current raffle licenses.
3. Organization #1 is responsible for completing and submitting this form.
4. Assure that the revenue and expenditure plan below is complete and correct.

If a percentage allocation plan will not be used, detail your agreed plan on additional sheets.

DATES FOR CONDUCTING THE JOINT RAFFLE(S)

_____ To _____
Date Date

REVENUE PLAN (Note Instruction 4. above)

	<u>% of Income</u>	<u>% of Expenses</u>
Organization #1 (Bank Account Holder)	_____	_____
Organization #2	_____	_____
Organization #3	_____	_____
Organization #4	_____	_____
	100 %	100 %

OATH

The following organizations have agreed to join together and hold a raffle or raffles in accordance with WAC 230-20-350. They agree to account for all monies received and discussed, during and following the joint raffle(s), according to WAC 230-08-070, and follow all applicable RCW 9.46 and WAC 230 rules and regulations.

(A) Organization #1: _____
Organization Name (Include Branch / Chapter Name and Number)

_____ City _____ Signature of Elected Chief Executive Officer of Organization #1

(B) Organization #2: _____
Organization Name (Include Branch / Chapter Name and Number)

_____ City _____ Signature of Elected Chief Executive Officer of Organization #2

(C) Organization #3: _____
Organization Name (Include Branch / Chapter Name and Number)

_____ City _____ Signature of Elected Chief Executive Officer of Organization #3

(D) Organization #4: _____
Organization Name (Include Branch / Chapter Name and Number)

_____ City _____ Signature of Elected Chief Executive Officer of Organization #4

WASHINGTON STATE GAMBLING COMMISSION
Prize Inventory Control Record (Form 2)

Licensee:

[illegible]

Note: This form should be used to track prize inventory of various types. If you purchase large quantities of identical items, please use Form 1.

- (1) Each item should be recorded on a separate line.
- (2) Description of the merchandise should be detailed (brand, size, etc.).
- (3) The actual cost of the item should be recorded unless it is donated, then record the fair market value at the time of the donation.
- (4) Record the reason the merchandise was removed from inventory (issued as prize, returned to vendor, converted for use by organization, etc.).
- (5) The reference number should be the bingo prize receipt number, pull tab series number, etc.

RAFFLE TICKET DISTRIBUTION LOG

Licensee: _____ Date of Drawing: _____

Total Tickets Printed:_____

[illegible]

NOTE: All tickets printed must be accounted for as required by WAC 230-08-070.

GC2-148 (REV. 8/99)

RAFFLE WINNERS REGISTER

Licensee: _____

Date of Raffle: _____ , _____

For prizes with a cost or fair market value in excess of \$20:

<u>Name, Address & Phone # of Winner</u>	<u>Description of Prize (Indicate If Donated)</u>	<u>Purchase Price or Fair Market Value Amount</u>	<u>Winning Ticket Numbers (1)</u>
		\$	
()			
()			
()			
()			
()			
()			

For prizes with a cost or fair market value of \$20 or less:

<u>Number Awarded</u>	<u>Description</u>		

Total Prizes Paid \$ (2)

(1) Attach Winning Tickets To Prize Summary.

(2) Record Total Prizes Paid On The Raffle Summary.

WASHINGTON STATE GAMBLING COMMISSION

RAFFLE SUMMARY

Licensee: _____ Date Of Drawing: _____

1. Reconciliation Of Ticket Sales

_____ (-) _____ (+) 1 (-) _____ (=) _____
 Ending Ticket # Beginning Ticket # # of Returned Tickets Total Tickets Sold

2. Activity Summary

Gross Receipts: Total Tickets Sold _____ Price
 X Per Ticket \$ _____ = \$ _____

Less Prizes Paid **(See Winners Register)** (-) _____

Equal Net Receipts = _____

Expenses:

License Fees \$ _____

Local Taxes _____

State Taxes _____

Equipment Rental _____

Advertisement _____

Cash (Over) / Short ^(A) _____

Other _____

Total Expenses \$ _____

Net Income \$ _____

3. Other Required Information:

^(A) Cash (Over) / Short:

Gross Receipts \$ _____ (-) Total Amount Deposited ^(B) _____ (=) \$ _____

Explanation of Cash (Over) / Short: _____

^(B) Schedule of Deposits:

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
_____	\$ _____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal From Attached Schedule (If Needed) \$ _____

Total Amount Deposited – Attach Deposit Slips \$ _____

_____/_____
 Manager Date Preparer Date

WAC 230-20-335 Members-only raffles – Procedures – Restrictions. Organizations may conduct members-only raffles utilizing simplified procedures. For purposes of this section, "members-only raffle" means a raffle conducted by selling chances only to members of the organization and a limited number of guests, and determining the winners from among those members and guests that have purchased chances. The following procedures and restrictions supplement or modify WAC 230-08-070 and 230-20-325 and apply only to members-only raffles:

Licensed versus unlicensed.

(1) An organization may conduct an unlimited number of unlicensed members-only raffles if the combined gross revenue from the raffles does not exceed five thousand dollars during a calendar year. If the organization plans to exceed the five thousand dollar gross receipts limit, it must obtain a raffle license.

Raffle to begin and end during membership meeting.

(2) In order to conduct raffles utilizing these simplified procedures, all phases of the raffle must be completed during a meeting of the members, and the meeting must be completed on the same day and at the same location without interruption;

Limit on number of guests.

(3) If guests are allowed to participate, the total number of guests, as a percentage of the total attendance of the meeting, shall not exceed twenty-five percent. Records shall be maintained that will allow commission staff to determine compliance with this requirement;

Rules of play.

(4) All disclosures required to be imprinted on a raffle ticket or chance may be provided to participants by posting a sign at each ticket sales point;

Tickets.

(5) Chances to enter a raffle may be included as a part of a package that includes dues, entertainment, or other fund-raising activities if the value of each component of the package is disclosed to the purchaser and the value of each individual raffle chance does not exceed twenty-five dollars: Provided, That initial applications for membership and any fees paid for such shall not include chances to enter raffles or to participate in any gambling activities;

Modified pricing schemes for tickets.

(6) The director may authorize an organization to deviate from the "same price" requirements of WAC 230-20-325 (1) when the following requirements are met:

License required.

(a) The organization must have a current raffle license.

Request for approval.

(b) A request for approval of a modified pricing scheme must be received at the Lacey headquarters office at least thirty days prior to beginning the first raffle for which such approval is requested.

Subsequent pricing schemes.

(c) After an organization has received approval for a modified pricing scheme, the organization may utilize the identical approved pricing scheme in subsequent raffles, unless approval is rescinded or commission rules change. The following modified pricing schemes may be approved by the director:

Different prices for tickets - one cent to ten dollars.

(d) Chances to enter a raffle may be sold for different values, ranging from one cent to a maximum of ten dollars, if the following conditions are met:

(i) The scheme for assigning the cost of the ticket must be disclosed to the player before selling them a chance to participate. This disclosure shall include the total number of tickets in the population and the number of tickets at each price level;

(ii) Participants must be allowed to randomly select their ticket from the population of remaining tickets. Participants pay the amount imprinted upon the ticket they select;

(iii) The scheme provides an adequate audit trail that will allow commission staff and taxing authorities to determine gross gambling receipts;

(iv) The total gross gambling receipts available from raffles utilizing such schemes are limited to five thousand five dollars for each drawing;

(v) No more than two such drawings are conducted during a meeting of the members.

Discount based on number of tickets purchased.

(e) Chances may be sold for a discounted price that is based on the number of tickets a player purchases if:

(i) Participants are allowed to purchase a single ticket;

(ii) Only one discount scheme is allowed for each raffle. The amount of the discount must be set prior to beginning sales for the raffle (());

(iii) The cost of a single ticket, without a discount, does not exceed two dollars;

(iv) The total cost of a discount package does not exceed twenty-five dollars;

(v) The cost of a single ticket shall be imprinted on each ticket (i.e., one dollar a piece or twelve for ten dollars; or two dollars a piece or fifteen for twenty dollars); and

(vi) The licensee shall establish an audit system that includes controls and procedures that will allow commission agents and taxing authorities the ability to determine gross gambling receipts from the sale of tickets utilizing discounts. Such system shall be submitted to the director or the director's designee as a part of the approval request;

Other pricing schemes.

(f) Multiple tickets to enter one or more drawings may be sold as a package as long as the total price of the package does not exceed twenty-five dollars; and

(g) Alternative pricing schemes may be used if specifically authorized by the director. Approval will be issued on an individual basis and will require a detailed written request;

Alternative drawing formats.

(7) The director may authorize an organization to determine the winners utilizing an alternative drawing format when the following requirements are met:

License required.

(a) The organization must have a current raffle license.

Request for approval.

(b) A request for approval of an alternative drawing format for a members-only raffle must be received at the Lacey headquarters office at least thirty days prior to beginning the first raffle for which such approval is requested. Requests for approval of alternative drawing formats shall be signed by the organization's raffle manager.

Subsequent alternative drawing formats.

(c) After an organization has received approval for an alternative drawing format, the organization may utilize the identical alternative drawing format in subsequent raffles, unless approval is rescinded or commission rules change.

Incentives for selling tickets.

(8) The limitations on noncash incentive awards for an individual raffle, set forth in WAC 230-20-325 (11), are modified to allow awards that do not exceed five percent of the combined gross gambling receipts for all raffles conducted during a membership meeting if a record of the name, address, and telephone number is maintained for all persons receiving awards valued in excess of fifty dollars;

Prizes.

(9) Prizes must be owned by the organization conducting the raffle prior to drawing the winning tickets. Raffle prizes must meet the following requirements:

(a) Firearms shall not be awarded as prizes: Provided, That a raffle licensee may award firearms as prizes under the provisions set forth in WAC 230-12-040;

(b) Unopened containers of liquor may be awarded as a prize when the proper permit is obtained from the liquor control board;

(c) Prize limits must meet the requirements set forth in WAC 230-20-015; and

(d) Prizes shall be controlled as set forth in WAC 230-20-300.

Records.

(10) Raffle records, as required by WAC 230-08-070, are modified as follows:

(a) The threshold value for maintaining a record of the name, address, and telephone number of each winner of a prize is increased to include only prizes valued in excess of fifty dollars;

(b) Ticket disbursement records are not required; and

(c) Minimum record retention period is reduced to a period that is not less than one year following the date of each individual raffle drawing.

PADDLE WHEEL RAFFLE SUMMARY

Organization Name: _____

Date of Drawing: _____ (a)

	SPIN #1	SPIN #2	SPIN #3
# of Paddles Sold			
x Cost per Paddle			
= Sales			

Name of Winner: _____

Winning Paddle #: _____

Prize Awarded: _____

	SPIN #4	SPIN #5	SPIN #6
# of Paddles Sold			
x Cost per Paddle			
= Sales			

Name of Winner: _____

Winning Paddle #: _____

Prize Awarded: _____

SUMMARY:

Total Gross Receipts: \$ _____ (b)

Actual Deposit Amount: \$ _____ (c)

Cash Over / (Short): \$ _____ (d)

If deposit > gross receipts, then cash over.

If deposit < gross receipts, then cash (short).

Total Cost of Prizes Awarded: \$ _____ (e)

Date of Deposit: _____

Signatures: _____
 _____ Manager _____ Date

 _____ Preparer _____ Date

NOTE: This record must be maintained for a minimum of three years.
 Figures (a) through (e) should be transferred to the Annual Raffle Summary.

PADDLE WHEEL RAFFLE SUMMARY INFORMATION

TYPE OF RAFFLE:

This form was designed to be used for a members-only paddle wheel raffle. This type of raffle is an "alternative format" raffle. Therefore, in addition to having a raffle license, you must request and receive permission in writing from the Gambling Commission in order to conduct paddle wheel raffles. They are usually conducted as follows:

- The raffle is held on a regularly scheduled night of the week (for example: every Friday night).
- Equipment used is a wheel with numbered spaces on it and corresponding numbered paddles.
- The paddles are sold for a certain amount (not to exceed \$25) immediately prior to the spin of the wheel. The wheel is spun when all the paddles (or as many paddles as possible) are sold. The person who has the paddle which matches the number spun on the wheel is the winner.
- The number of spins of the wheel may vary each time, depending on how many paddles can be sold or how many prizes are available to be won.
- There are no expenses other than the cost of the prizes awarded that night. Usually the same prizes are awarded each week (for example: steaks).

DISCLOSURE:

The following information shall be disclosed in writing (a posted sign is sufficient) to the participants at the point of sale:

1. Name of the organization
2. Date (example: every Friday)
3. Time (example: 4pm to 9pm)
4. Location (example: club lounge, etc.)
5. Cost per paddle (example: \$1 each)
6. Description of prizes (example: steaks)
7. House rules governing what will happen if all paddles on the wheel are not sold.

RECORD KEEPING:

Raffle records, as well as supporting invoices for the purchase of prizes, must be maintained for a minimum of three years.

Once complete, the information on this raffle summary should be recorded on the Annual Raffle Summary form.

NOTE:

Your organization is responsible for complying with all RCW and WAC raffle rules.

RECEIVED		REVIEWED		ENTERED	

WASHINGTON STATE GAMBLING COMMISSION
POST OFFICE BOX 42400
OLYMPIA, WA. 98504-2400 — (360) 438-7654 ext. 327

ATTENTION
Submit Report even if you
had no activity

ANNUAL ACTIVITY REPORT

THIS REPORT COVERS THE PERIOD

SAMPLE

Please complete the following items: (See attached instructions). Include only items **DIRECTLY RELATED to your **Annual Gambling Activity**. PLEASE ROUND ALL AMOUNTS TO THE NEAREST WHOLE DOLLAR.**

ANNUAL FINANCIAL INFORMATION:

- | | | |
|--|----|-----|
| (1) GROSS GAMBLING RECEIPTS | \$ | .00 |
| (2) PRIZES PAID - Cash (Non-Profit organizations ONLY) | | .00 |
| - Merchandise (include donated prizes from line (4) below) | | .00 |
| (3) NET GAMBLING RECEIPTS (Deduct prizes paid from line 1) | \$ | .00 |
| (4) DONATED PRIZES (Record fair market value) | \$ | .00 |

EXPENSES:

- | | | | |
|------|--|-----------|-----|
| (5) | WAGES - (Attach a detailed list) | _____ | .00 |
| (6) | SUPPLIES | _____ | .00 |
| (7) | GAMBLING LICENSE FEE | _____ | .00 |
| (8) | TAXES - Local (City/County) | _____ | .00 |
| | - State (B & O and employer paid payroll taxes) | _____ | .00 |
| | - Federal (Include employer paid payroll taxes) | _____ | .00 |
| (9) | OCCUPANCY (Allocate if material) | | |
| | BUILDING - Rent / Depreciation (circle one) | _____ | .00 |
| | UTILITIES (Include telephone) | _____ | .00 |
| | OTHER (Attach a detailed list if over \$500) | _____ | .00 |
| | RENTAL INCOME OR DONATED USE (credit) | < _____ > | .00 |
| | TOTAL OCCUPANCY | _____ | .00 |
| (10) | EQUIPMENT - Rent / Lease / Interest / Depreciation | _____ | .00 |
| (11) | ADVERTISING | _____ | .00 |
| (12) | CONTRACT SERVICES (Accounting, janitorial, legal, etc.) | _____ | .00 |
| (13) | REVENUE SHARING (Commercial Amusement Games only) | _____ | .00 |
| (14) | CASH (OVER)/SHORT (Circle one - over in brackets. Deduct overage from expenses.) | _____ | .00 |
| (15) | OTHER EXPENSES (Attach a detailed list if over \$500) | _____ | .00 |
| (16) | TOTAL EXPENSES (Add lines 5 through 15) | _____ | .00 |
| (17) | NET GAMBLING INCOME (Deduct line 16 from line 3) | \$ _____ | .00 |

OTHER INFORMATION:

- (18) BINGO ONLY: Total number of sessions held this year _____ Total attendance this year _____
 Net income from retail sales activities (snack bar, daubers, glue sticks, etc.). \$ _____ .00

DO NOT SEND MONEY WITH THIS REPORT

Signature and Verification: I declare under the penalties of perjury that this report (including any accompanying statements or lists) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

- (19) _____ (Officer / Employee / Member) _____ (Title) _____ () _____ (Daytime Telephone) _____ (/ /) _____ (Date)
- (20) _____ (Print Name of Preparer) _____ (Business Name) _____ () _____ (Daytime Telephone) _____ (/ /) _____ (Date)

ORIGINAL

Send **Original** to Washington State Gambling Commission. Keep **Duplicate** for your records.